



## OFFICE OF HOMELAND SECURITY

---

### GRANT MANAGEMENT MEMORANDUM

2008-041

Date: November 26, 2008  
To: All Proposition 1B Grantees  
From: Grants Management  
RE: Proposition 1B Document Submission Process

---

Effective immediately, Proposition 1B documents will no longer be uploaded to the Federal Emergency Management Agency (FEMA) Preparedness Portal. All documents will be submitted by e-mail to [Prop1B@ohs.ca.gov](mailto:Prop1B@ohs.ca.gov) using the format illustrated below. The Prop 1B Program Guidance describes what documents must be sent by e-mail and via US Postal Service.

To: [Prop1B@ohs.ca.gov](mailto:Prop1B@ohs.ca.gov)

Subject line: (Agency Name) (15% 25% or 60%) (FY) (Document Name)

Example:

If you have questions or need additional information, please contact your program representative.

Sincerely,

John Isaacson  
Chief  
Grants Management Division